



Range: Temporary/Seasonal

Non-Exempt

Date: 2/5/03

LIFEGUARD/WATER SAFETY INSTRUCTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

DEFINITION

Seasonal employment. Performs lifeguard duties, pool and shower house sanitation, water testing, swim class instruction, and other duties as assigned. Weekend, evening and split shift work schedules may be required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Coordinator, Assistant Pool Manager or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Take precautions and preventative action necessary to ensure the safety of pool users and staff.
2. Demonstrate ability to perform water surveillance consistently.
3. Demonstrate the ability to perform rescues proficiently.
4. Demonstrate the ability to render first aid proficiently.
5. Demonstrate the ability to perform CPR proficiently.
6. Demonstrate the ability to swim 500 yards in 10 minutes or less.
7. Determine the swimmer or non-swimmer skills of each patron attending the facility.
8. Maintain accurate daily attendance records.
9. Complete accident injury report forms accurately.
10. Maintain a sanitary and clean pool environment, free from defective equipment and unsafe conditions.
11. Assist with maintaining proper quality standards and follow written guidelines for testing water, chemical usage, storage, and safety.
12. Become familiar with and follow all facility safety and emergency procedures, guidelines, and instructions: to include emergency action plan and Material Safety Data Sheet use and location.
13. Enforce pool rules in a consistent and professional manner using positive corrective feedback.
14. Attend all scheduled staff meetings.
15. Answer inquiries from patrons and the public, conduct the following transactions accurately: cash register, class and program registration, daily record, log book and accident reports.

QUALIFICATIONS

Knowledge of:

Principles, techniques and practices of preventative lifeguarding and water safety instruction.

Ability to:

Learn the principles and techniques of pool sanitation and filtration.

Swim proficiently, climb, reach, lift and carry.

Work as a team member and respond positively to situations involving patrons and staff.

Maintain good public relations and customer service skills.

Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Training

Current Water Safety Instructor Certification - American Red Cross

Current Lifeguard/First Aid Certification - American Red Cross

Current CPR Certification - American Red Cross

WORKING CONDITIONS**Environmental Conditions:**

Indoor and outdoor recreational facilities/swimming pool; exposure to heat, cold, potentially hazardous chemicals, toxic materials; work in water; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting, walking or standing for prolonged periods of time; repeated bending; general manual dexterity.